

**GLENCOE PARK DISTRICT**  
**Emergency Special Board Meeting**  
**Friday, May 1, 2020 - 4:30pm**  
**Zoom Video Conference**

Consistent with the requirements of the Illinois Compiled Statutes  
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.  
Location of the meeting is Zoom Video Conference

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion of Children's Circle Essential Workers Day Care
- V. Other Business
- VI. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director E-mail address: lsheppard@glencoeParkDistrict.com

**The Board of Park Commissioners welcomes public comments during all meetings.**

1. All speakers must submit public comments via email to lsheppard@glencoeParkDistrict.com up until 15 minutes prior to the scheduled meeting. The email must include the speaker's name (address is optional).
2. Public comments will be read aloud by a member of the Park Board or the Executive Director during the scheduled meeting.
3. Each person is limited to one (1) email submission for public comment not exceeding 250 words. All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.
4. All comments must be civil in nature. Email comments will be rejected if the content is slanderous or threatening.

**Three Ways to Join this Meeting on Zoom:**

**Meeting ID: 895-2486-1036 | Password: 999**

**Via Computer**

Go to Zoom.us, Click "Join a Meeting", Enter the Meeting ID above, Enter the Password above

**Via SmartPhone**

If you don't already have the app, go to your smartphone's app store and load "Zoom Cloud Meeting" (free)

**Via Phone Dial In**

312-626-6799



# **IV. Discussion of Children's Circle Essential Workers Day Care**

Glencoe Park District  
May 1, 2020  
Special Board Meeting

# MEMORANDUM

**TO:** Park District Board of Commissioners  
**FROM:** Lisa Sheppard, Executive Director  
**CC:** Jessica Stockl and Bobby Collins  
**SUBJECT:** Day Care for Essential Workers  
**DATE:** April 30, 2020

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Jessica Stockl, Bobby Collins, and the Early Childhood Team have been busy investigating and planning for Child Care for Essential Workers as defined by the Governors Executive Order (see attached).

Below is the high-level view of Children's Circle COVID-19 Action Plan. We will go over details of this plan on Friday and answer any questions you may have. The license is valid for 30 days initially, and after that time we must reapply.

## **PURPOSE**

To provide essential workers with necessary day care for children aged 6 weeks - 12 years old. To provide safety and protection to the children, families, and staff on site while remaining operational.

## **PREVENTATIVE ACTIONS**

- Signs will be posted outside each entrance restricting entry to anyone with symptoms of illness
- Staff and children will be checked for fever upon arrival. Fever is defined by a temperature of 100.4 or above. Records will be maintained for monitoring.
- Families will be issued a specific drop off and pick up time. Only one parent is allowed in the building for drop off or pick up. They will drop off and pick up with the Early Childhood Director, limiting access to the classrooms.
- Only DCFS approved teaching and support staff shall have access to the classrooms. A log of maintenance staff including date/time, name, phone number, and email shall be maintained.
- Any staff or child showing symptoms will be excluded from the program.
- Staff will be issued personal protective equipment following CDC/DCFS guidelines including face masks and gloves each day. Each staff member will be issued multiple sets of scrubs.
- Upon entering the building, staff and children will immediately wash their hands for at least 20 seconds.
- Hand washing will be monitored throughout the day.

# MEMORANDUM

- Children will be kept in small groups with a maximum of 10 children per group. Once assigned to a group, the children and staff cannot switch between groups.
- Increase classroom ventilation by opening windows or adjusting air conditioning.
- Teaching and support staff shall fully sanitize all bins of toys used once during nap time and once in the evening prior to closure. Toys that cannot be sanitized shall not be in use including stuffed animals and dress up.
- Maintenance staff shall intensify cleaning and disinfecting of frequently touched items such as locker doors, door knobs, toy shelves, tables, and chairs.
- Maximum capacity will be reduced from 135 children to 50 children.
- Maintain a Plan B staffing structure in case of increased staff absences.
- Assign each group to a sectioned off area of the playground. They may only use that area to prevent spread.

## RESPONSIVE ACTIONS

- Immediately isolate staff or child who shows symptoms in a one-on-one situation with the Early Childhood Director.
- Coordinate with local health department to inform them of COVID-19 cases reported in the center.
- If a child or staff member has a confirmed case of COVID-19, the facility will immediately implement a short-term closure and notify the local health department. The center will follow all local health department recommendations on the duration of child care dismissals. All parents and staff will be notified. The maintenance team will wait at least 24 hours before cleaning and disinfecting the area in which the infected individual was located.

The following is the definition of Essential Workers outlined in the [COVID-19 Executive Order No. 8](#).

**12. Essential Businesses and Operations.** For the purposes of this Executive Order, Essential Businesses and Operations means Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure, and the following:

a. **Stores that sell groceries and medicine.** Grocery stores, pharmacies, certified farmers' markets, farm and produce stands, supermarkets, convenience stores, and other establishments engaged in the retail sale of groceries, canned food, dry goods, frozen foods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, alcoholic and non-alcoholic beverages, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries, medicine, including medication not requiring a medical prescription, and also that sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences and Essential Businesses and Operations;

b. **Food, beverage, and cannabis production and agriculture.** Food and beverage manufacturing, production, processing, and cultivation, including farming, livestock, fishing, baking, and other production agriculture, including cultivation, marketing, production, and distribution of animals and goods for consumption; licensed medical and adult use cannabis dispensaries and licensed cannabis cultivation centers; and businesses that provide food, shelter, and other necessities of life for animals, including animal shelters, rescues, shelters, kennels, and adoption facilities;

c. **Organizations that provide charitable and social services.** Businesses and religious and secular nonprofit organizations, including food banks, when providing food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities;

d. **Media.** Newspapers, television, radio, and other media services;

e. **Gas stations and businesses needed for transportation.** Gas stations and auto-supply, auto-repair, and related facilities and bicycle shops and related facilities;

f. **Financial institutions.** Banks, currency exchanges, consumer lenders, including but not limited, to payday lenders, pawnbrokers, consumer installment lenders and sales finance lenders, credit unions, appraisers, title companies, financial markets, trading and futures exchanges, affiliates of financial institutions, entities that issue bonds, related financial institutions, and institutions selling financial products;

g. **Hardware and supply stores.** Hardware stores and businesses that sell electrical, plumbing, and heating material;

h. **Critical trades.** Building and Construction Tradesmen and Tradeswomen, and other trades including but not limited to plumbers, electricians, exterminators, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC, painting, moving and relocation services, and other service providers who provide services that are necessary

to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses and Operations;

i. **Mail, post, shipping, logistics, delivery, and pick-up services.** Post offices and other businesses that provide shipping and delivery services, and businesses that ship or deliver groceries, food, alcoholic and non-alcoholic beverages, goods or services to end users or through commercial channels;

j. **Educational institutions.** Educational institutions—including public and private pre-K-12 schools, colleges, and universities—for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible. This Executive Order is consistent with and does not amend or supersede Executive Order 2020-05 (COVID-19 Executive Order No. 3) or Executive Order 2020-06 (COVID-19 Executive Order No. 4) except that affected schools are ordered closed through April 7, 2020;

k. **Laundry services.** Laundromats, dry cleaners, industrial laundry services, and laundry service providers;

l. **Restaurants for consumption off-premises.** Restaurants and other facilities that prepare and serve food, but only for consumption off-premises, through such means as in-house delivery, third-party delivery, drive-through, curbside pick-up, and carry-out. Schools and other entities that typically provide food services to students or members of the public may continue to do so under this Executive Order on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site due to the virus's propensity to physically impact surfaces and personal property. This Executive Order is consistent with and does not amend or supersede Section 1 of Executive Order 2020-07 (COVID-19 Executive Order No. 5) except that Section 1 is ordered to be extended through April 7, 2020;

m. **Supplies to work from home.** Businesses that sell, manufacture, or supply products needed for people to work from home;

n. **Supplies for Essential Businesses and Operations.** Businesses that sell, manufacture, or supply other Essential Businesses and Operations with the support or materials necessary to operate, including computers, audio and video electronics, household appliances; IT and telecommunication equipment; hardware, paint, flat glass; electrical, plumbing and heating material; sanitary equipment; personal hygiene products; food, food additives, ingredients and components; medical and orthopedic equipment; optics and photography equipment; diagnostics, food and beverages, chemicals, soaps and detergent; and firearm and ammunition suppliers and retailers for purposes of safety and security;

o. **Transportation.** Airlines, taxis, transportation network providers (such as Uber and Lyft), vehicle rental services, paratransit, and other private, public, and commercial transportation and logistics providers necessary for Essential Activities and other purposes expressly authorized in this Executive Order;

p. **Home-based care and services.** Home-based care for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness, including caregivers such as nannies who may travel to the child's home to provide care, and other in-home services including meal delivery;

q. **Residential facilities and shelters.** Residential facilities and shelters for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness;

r. **Professional services.** Professional services, such as legal services, accounting services, insurance services, real estate services (including appraisal and title services);

s. **Day care centers for employees exempted by this Executive Order.** Day care centers granted an emergency license pursuant to Title 89, Section 407.400 of the Illinois Administrative Code, governing Emergency Day Care Programs for children of employees exempted by this Executive Order to work as permitted. The licensing requirements for day care homes pursuant to Section 4 of the Child Care Act, 225 ILCS 10/4, are hereby suspended for family homes that receive up to 6 children for the duration of the Gubernatorial Disaster Proclamation.

t. **Manufacture, distribution, and supply chain for critical products and industries.** Manufacturing companies, distributors, and supply chain companies producing and supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitization, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, mining, construction, national defense, communications, as well as products used by other Essential Businesses and Operations.

u. **Critical labor union functions.** Labor Union essential activities including the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services in Essential Businesses and Operations – provided that these checks should be done by telephone or remotely where possible.

v. **Hotels and motels.** Hotels and motels, to the extent used for lodging and delivery or carry-out food services.

w. **Funeral services.** Funeral, mortuary, cremation, burial, cemetery, and related services.

<sup>1</sup> On March 19, 2020, the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency, issued a *Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response*. The definition of Essential Businesses and Operations in this Order is meant to encompass the workers identified in that Memorandum.